



Scott Walker, Governor
Dave Ross, Secretary

Master Plumber License

Your application will not be processed or will be delayed unless you:

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

Office location: DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

All other correspondence: DSPS Trades Credentialing, PO Box 7082, Madison, WI 53707

Reason for Credential: Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed Master Plumber, licensed Master Plumber-Restricted, licensed Journeyman Plumber, licensed Journeyman Plumber-Restricted, registered Plumbing Apprentice, registered Plumbing Learner-Restricted, registered Utility Contractor or registered Pipe Layer.

Requirements of Credential: A person who as a licensed Master Plumber is responsible for the installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing. A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential. A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one Journeyman Plumber or Journeyman Plumber-Restricted for each plumbing learner. For this purpose, a Master Plumber or Master Plumber-Restricted may act as a Journeyman Plumber or Journeyman Plumber-Restricted, respectively.

For any construction or installation that requires a uniform building permit under SPS 320.08, persons, entities, or businesses which hold SPS 305 licenses, certifications, or registrations may not commence construction or installation until a permit is issued.

A person holding a Master Plumber license may apply without examination for Commercial Plumbing Inspector certification.

A person holding a Master Plumber license may apply without examination for POWTS Inspector certification.

Education Hours Required to Renew: The renewal of a license as a Master Plumber shall be contingent upon the Master Plumber obtaining at least 24 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a Master Plumber may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

Applying for Master Plumber License

A person may obtain a credential as a licensed Master Plumber by **one** of the following methods:

- Method 1** Completing the necessary hours of experience or have an engineering degree, and taking and passing the Master Plumber license examination.
- Method 2** A person who held a Wisconsin Master Plumber license but exchanged it for a Journeyman Plumber license may, upon application to the department, exchange his or her Journeyman Plumber license, for a Master Plumber license. If the exchange is made at the time of renewal a credential fee of \$500 for the Master Plumber license shall be submitted.

Are you a Veteran?

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

1. Are you requesting a waiver of your initial credentialing fee under method 1?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: _____
Your application fee of \$20 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$30 for the exam fee at this time.**
- ☐ No Submit the fees required under method 1 to obtain your credential.

2. Are you requesting a waiver of your initial credentialing fee under method 2?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: _____
- ☐ No Submit the fees required under method 3 to obtain your credential.

3. Are you requesting equivalency of your military training and experience?

- ☐ Yes Provide copies of your service school academic reports, certificates of training, or training documentation signed by your unit's training NCO or any other relevant experience that would satisfy the requirements of method 1. You may attach a personal narrative to further explain why your education / training / experience in the military has helped you prepare for this profession.
- ☐ No Complete the requirements under method 1.

You may contact DVA at 1-800-WisVets or www.WisVets.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training and experience.

Special Processing Note: If you hold a current license from another state, or under the ordinances of any city, town or village, you must first complete a petition for variance in accord with SPS 305.90(4)(c) and (d), Wisconsin Administrative Code. Upon successful completion of the variance process, complete the examination application as specified in Method 1 and provide a copy of the petition approval correspondence.

A petition application and information on the petition process may be obtained from the Safety and Buildings Plan Entry Unit, 608-266-5476. The Application for Credentialing Petition for Variance (form SBD-9890SPS305) can also be found on DSPS' website, <http://dsps.wi.gov/sb/docs/SB-FormPetition9890Comm5.doc>.

Method 1 - Experience or Degree and Examination

Application and Exam Fee (nonrefundable): \$50.00 class code 7630

Make checks payable to: State of WI – DSPS. The fee consists of a \$20 application fee and an exam fee of \$30. When the exam is passed, the applicant will be asked to pay a \$500 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from March 31. If the two parts are not scheduled for the same day, an additional exam fee of \$30 will apply for the second session.

Qualifications for Examination: A person applying for the exam shall have one of the following qualifications:

- At least 1,000 hours of experience per year for at least three years as a licensed Wisconsin Journeyman Plumber.
- Graduated from an accredited engineering university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to plumbing.

If the experience you gained spanned more than 12 months use a separate row for each 12-month period. In the Time-period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in plumbing. If the person signing is not the Master Plumber who supervised your work, attach a letter of explanation and have the master who is in charge on the premises sign below.

Time-Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Wisconsin State License Number	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr					

Attach a copy of the official transcripts from the school to this form if satisfying the requirements because of a degree in engineering. You do not have to record experience obtained if you hold an acceptable engineering degree.

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Chapter 145, Wisconsin Statutes; and SPS 305 and SPS 382-387, Wisconsin Administrative Code; NFPA 13D-2002. The exam is open code book. Copies of current Wisconsin Administrative Code and Chapter 145 may be obtained from Document Sales, 608-266-3358 or 800-362-7253. The NFPA standards 13 (2002 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association, 800-344-3555. You will need knowledge of the component manuals for the various POWTS. You can bring the manuals to the exam site. The manuals are free online, http://dsps.wi.gov/php/sb-ppalopp/prodcode_result.php/POWTSM/POWTS_COMPONENT_MANUAL. They can also be purchased from Document Sales, 608-266-3358 or 800-362-7253. The publication titles and numbers are as follows:

Manual #	Document Title
SBD-10855-P	Holding Tank Version 2.0
SBD- 10854-P	At-Grade Version 2.0
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution

Additional training materials relating to this credential are available and may also be ordered through Document Sales, (608)266-3358 or (800)362-7253. Caution: The documents are intended to be training guides and may not match the current code.

SBD-8536-P	Cross Connection Control Manual
SBD-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System
SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10089-P	Wisconsin POWTS Inspector Handbook
SBD-9046-P	Soil & Site Evaluation Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at DSPSSBCredentialing@wi.gov

Select one*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐

*some plumbing exams have 2 parts so you will be scheduled for both the AM **and** the PM session when taking both parts

Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

2013 October 15 ☐ November 19 ☐ December 18 ☐

2014 January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐
July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

2013 December 3 ☐

2014 February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914

2013 November 5 ☐

2014 January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

Method 2 - Possession of a Wisconsin Journeyman Plumber License which had been Exchanged for a Master Plumber License

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$406.25	May	\$489.58	September	\$447.92
February	\$395.83	June	\$479.17	October	\$437.50
March	\$385.42	July	\$468.75	November	\$427.08
April	\$500.00	August	\$458.33	December	\$416.67

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable): \$ class code 7630

Make checks payable to: State of WI – DSPS. The fee consists of a prorated \$500 license fee. The license will be effective for four years from March 31st. **Attach** the original of your old Master Plumber license. You must have completed the necessary hours of continuing education.

